

HOW TO FILE A MOTION TO RE-OPEN A PREVIOUSLY PAID MINNEAPOLIS OR ST ANTHONY CITATION

The person desiring to re-open a previously paid citation must do the following things:

1. Obtain a copy of the paid citation, which can be picked up at the Violations Bureau.
2. Prepare the Motion on the attached sheet of paper with the following:
 - a. your full name and date of birth
 - b. your address and local phone number
 - c. your driver license number
 - d. the citation number
 - e. a short paragraph with the reasons why the citation should be re-opened
 - f. the date your are signing the motion
 - g. your signature
 - h. your printed name
3. Obtain a court date at least three weeks from the day you sign the Motion. Obtain the court date at the criminal district court filing clerk on the Public Service Level of the Hennepin County Government Center. All hearings heard on the Minneapolis Pretrial calendar at 11:00 a.m. on a Thursday are for Minneapolis citations only! The clerk will give you a document called "REPORT TO COURT."
4. Make two copies of the completed Motion, two copies of the citation and two copies of the Report to Court. One copy is for you and the other copy must be served upon the Prosecuting City Attorney.
5. To serve the Minneapolis City Attorney, deliver a copy of **all** the documents to the Minneapolis City Attorney at 333 So. 7th Street, Suite 300, Minneapolis. The person at the City Attorney's office who accepts the documents should sign or print his or her name on the Affidavit of Personal Service.
6. To serve the St Anthony City Attorney, deliver a copy of **all** the documents to Steven Carlson, Foster, Ojile, Wentzell and Brever, LLC, at 2855 Anthony Lane S # 201, St Anthony, MN 55418. The person at the City Attorney's office who accepts the documents should sign or print his or her name on the Affidavit of Personal Service.
7. Bring the **original** Motion, a copy of the citation, and the **original** Affidavit of Personal Service back to the criminal district court filing counter and file these by giving them to the clerk. **NOTE:** your case **will not** be placed on the court's calendar until you **file** the documents.
8. Note: if you are re-opening your case because someone else used your name, bring that person to court with you.

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF HENNEPIN

FOURTH JUDICIAL DISTRICT

Plaintiff

COURT FILE NUMBER: _____

**MOTION TO RE-OPEN A
PREVIOUSLY PAID CITATION**

1. My name is: _____

2. My date of birth is: _____

3. My address and local telephone number are:

4. My driver license number is: _____

5. The citation number is: _____

6. The citation should be re-opened because:

Date: _____

Signature

Printed name

COUNTY OF HENNEPIN

FOURTH JUDICIAL DISTRICT

CITATION NUMBER: _____

ADMISSION OF SERVICE

(Signature of the person accepting service)

AFFIDAVIT OF PERSONAL SERVICE

Copy of the Citation, Copy of the Motion and a Copy of the Court Date, was served upon:

(Name of the person that received the documents)

333 So 7th Street Suite 300, Minneapolis, MN 55402

____ 2855 Anthony Lane S # 201 St Anthony, MN 55418

therein named, personally at the Prosecuting Attorneys Office, in the County of Hennepin, State of Minnesota by handing to and leaving true and correct copies thereof with:

(Name of person who accepted the documents):

(Signature of person doing the service)

Subscribed and sworn to before me this

day of _____, 20

Name and Seal Required